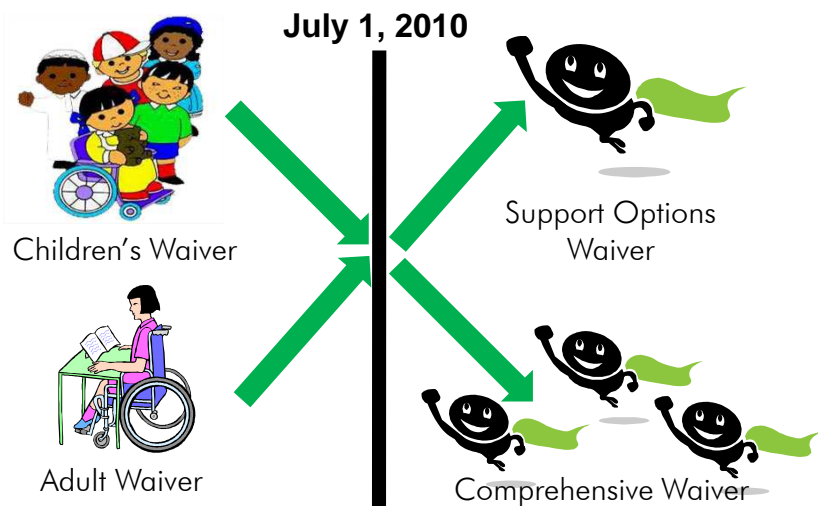


WY DDD Public Forums – Introduction to Public Partnerships, LLC

## Agenda

- Changes to WY DDD Waivers
- Overview of Self-Direction
- Overview of Public Partnerships, LLC
- Overview of PPL's System
- Questions

## Changes to WY DDD Waivers



## Changes to WY DDD Waivers

### Employee Versus Independent Contractor

#### EMPLOYEE

- ☐ Is assigned tasks by employer
- ☐ Does not set priority of tasks
- ☐ Receives work schedule & breaks
- ☐ Does not determine workplace
- ☐ Does not provide own equipment

#### INDEPENDENT CONTRACTOR

- ☐ Professionally licensed or certified by occupation
- ☐ Employed by several employers, performing similar work
- ☐ Exercises independent judgment to determine work tasks, work schedule, priorities & equipment needs

#### ***Personal Attendant***

- Payroll taxes are withheld from paycheck
- Prepares IRS W-2 wage statement
- Taxes are paid by worker & employer

#### ***Clinician/Therapist***

- No tax is withheld from paycheck
- Prepares IRS 1099M income statement
- Worker pays all taxes as "self employed"

## Changes to WY DDD Waivers

### Directly-Hired Employee

- Single, no dependents
- \$40,000 salary
- Regular withholding on check for Social Security, Medicare and federal income tax
- Year-end tax filing
- Estimated taxes: \$6,844.00
  - Medicare \$ 580.00
  - Social Security \$2,480.00
  - Federal income tax \$3,784.00

### Independent Contractor

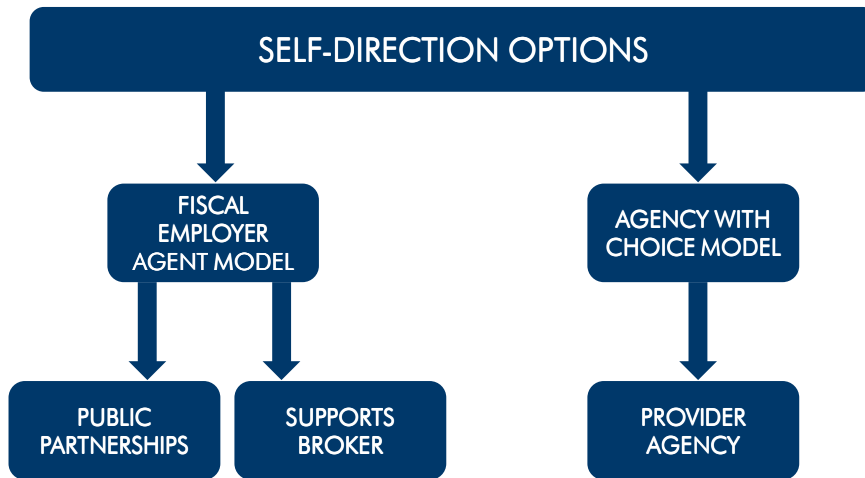
- Single, no dependents
- \$40,000 income
- No withholdings on checks
- Quarterly estimated tax deposits
- Estimated taxes:
  - \$9,407.00

## Changes to WY DDD Waivers

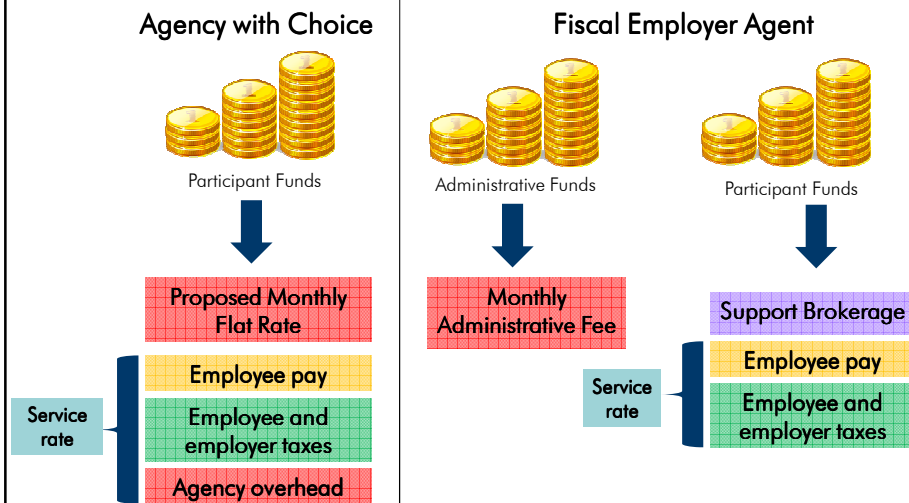


The Support Options, Comprehensive, and Acquired Brain Injury Waivers will all include a Self-Direction Option

## Changes to WY DDD Waivers



## Changes to WY DDD Waivers



## Overview of Self-Direction

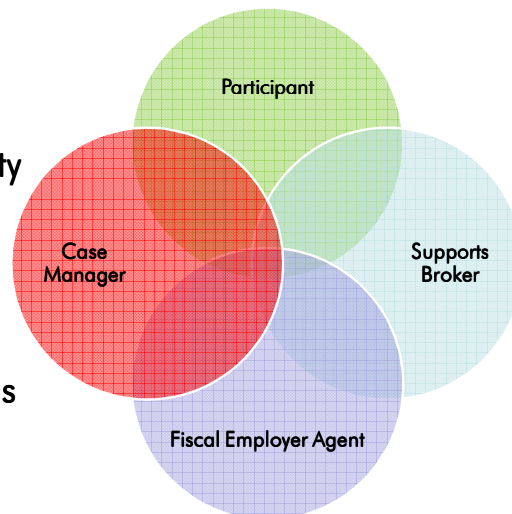
### What is Self-Direction?

- **Process** for delivering services that gives persons who need care more choices and control over the kinds of services they receive, how they are delivered, and by whom
  - Participants become the **employer** of their direct care staff
  - Participants **manage** their own budgets
  - Participants **authorize** all purchases of waiver goods and services



## Overview of Self-Direction

Self-Direction participants are supported by a variety of stakeholders, including Public Partnerships, LLC (your financial management systems organization)



## Overview of Self-Direction

### Participants:

- ☐ Complete initial paperwork
- ☐ Recruit, interview, train and terminate staff
- ☐ Verify employment eligibility by certifying USCIS Form I-9
- ☐ Define job, schedule, rate
- ☐ Review and approve timesheets
- ☐ Monitor their budget

### Fiscal Employer Agent:

- ☐ Serve as "Payroll Department"
- ☐ Issue paychecks per timesheets
- ☐ Withhold all necessary taxes
- ☐ File tax and labor reports
- ☐ Issue annual W-2, 1099 Wage statements
- ☐ Provide employers with monthly reports of FI spending on your behalf
- ☐ Respond to all questions

### Support Brokers:

- ☐ Help plan supports and services needed by participants
- ☐ Assist with the hiring and firing processes
- ☐ Evaluate what is going well for participants and what need changing
- ☐ Help participants manage their budget
- ☐ Work around day-to-day issues

### Case Managers:

- ☐ Facilitate development of the plan of care
- ☐ Submit plan of care to the Division
- ☐ Monitors services
- ☐ Monitors use of budget
- ☐ Work around long-term issues

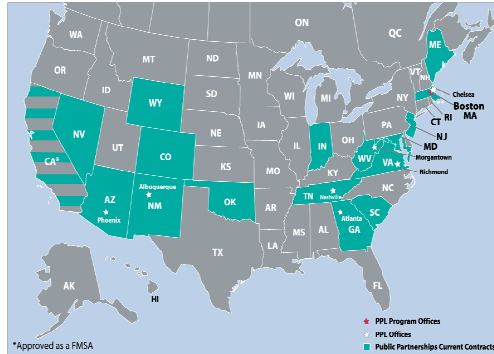
## Overview of Self-Direction

Support Brokers and Case Managers  
will have clear, distinct roles that  
complement each other.



*We realize that this is confusing right now.*  
The Division is still working out the details.

- Division of Public Consulting Group, Inc., a national consulting organization focusing on health, human services and education in the public sector.
- Founded in 1999 and headquartered in Boston, MA.
- Major offices in VA (Richmond), AZ (Phoenix), WV (Morgantown), and CO (Denver)
- The largest FMS providing services and supports to consumer-directed programs in the country.



- 100% focused on facilitating Self-Direction programs for persons with disabilities. This is our only line of business.
- We enable consumers of all ages to:
  - Develop & manage budgets
  - Purchase approved goods & services needed to maintain independence in the community
  - Serve as employers of their own direct care employees
- We achieve these goals by assuring consumer independence, safety, and fiscal accountability.



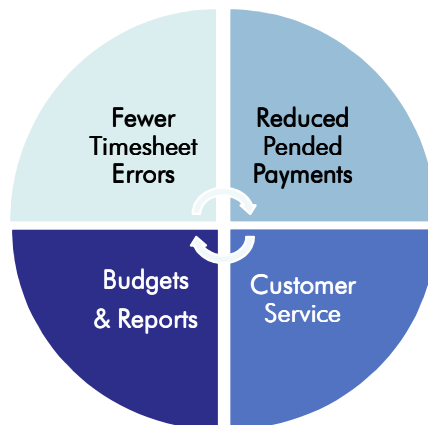
## Overview of PPL's Staff

- Program Management for Wyoming, based in Boston, MA:
  - Colleen Fox, Associate Manager
  - Sarah Winawer-Wetzel, Assistant Program Manager
- Dedicated Customer Service Staff, based in Phoenix, AZ:
  - Toll-free number dedicated to Wyoming project
  - Available Monday through Friday, 8:00 am – 5:00 pm MST
  - Service level at 90%
- Regional Project Staff, based in Denver, CO:
  - April Boehm, Operations Manager



## Overview of PPL's System

- PPL utilizes technology to make things easier and less problem-prone for participants, providers and ourselves!





## Overview of PPL's System

- Providers submit time to PPL in order to be paid. Timesheets can be submitted on paper or online.

**PUBLIC PARTNERSHIPS, LLC ATTENDANCE SHEET (Passes/Employee Agent/Exam School/IEAC Service Option)**

Employee's Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Signature: \_\_\_\_\_

FAX: (800) 866-7100  
 MAIL: PUBLIC PARTNERSHIPS, LLC P.O. BOX 3767, PHOENIX, AZ 85026

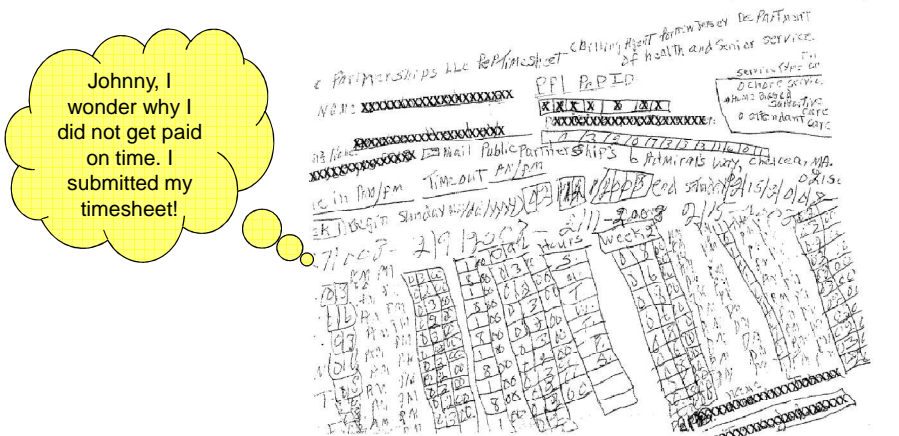
Week 1	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Week 2	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

By signing below, I certify that:  
 I have provided the services to the member during the time described on this form.  
 Signature: \_\_\_\_\_

I certify that the member has provided notice of absence as required above.  
 Signature: \_\_\_\_\_

## Overview of PPL's System

- Below is example of why on-line timesheets are such a good idea for some people!



## Overview of PPL's System

- Submitting timesheets on-line is straightforward

Provider	COLEMAN LASHELLE	Provider ID	COLE055
Service Type	S5126	Service Name	Attendant Care Services
Consumer	BRAZZLE ROSEMARY	Consumer ID	
Time Period	Begin: Thursday 02/14/2008.		

Date	Time In	Time Out	Activity	Hours
Thursday 02/14/2008			Activity	There are more hours
Friday 02/15/2008			Activity	There are more hours
Saturday 02/16/2008			Activity	There are more hours
Sunday 02/17/2008			Activity	There are more hours
Monday 02/18/2008			Activity	There are more hours
Tuesday 02/19/2008			Activity	There are more hours
Wednesday 02/20/2008			Activity	There are more hours
Thursday 02/21/2008			Activity	There are more hours
Friday 02/22/2008			Activity	There are more hours
Saturday 02/23/2008			Activity	There are more hours
Sunday 02/24/2008			Activity	There are more hours
Monday 02/25/2008	5 AM	11 PM	Activity	There are more hours
Tuesday 02/26/2008	10 PM	11 PM	Activity	There are more hours
Wednesday 02/27/2008			Activity	There are more hours

Documenting activities provided at home is being required by CMS

Activities: Complete/Partial Bath, Dress/Undress, Toileting, Transferring, Personal Grooming, Eat/Feed, Ambulation, Time/Change of Position

Notes:

OK

Next

## Overview of PPL's System

- Participants and providers can view their own demographics

### Edit Participant Profile Marry Joneston (ParticipantID 3653005621)

Enroll a New Participant



























Please enter the following information. All fields are required for good to go, unless:

Participant Demographic Information	
Medicaid ID	3653005621
First Name *	Marry
Middle Name (optional)	
Last Name *	Joneston
Address	122 Broadway
Address 2 (optional)	
City	NEWCOMB
State	New Mexico
Zip Code	87455
Phone	1112223333
Alt. Phone (optional)	
County (optional)	- Select -
Date of Birth *	6/1/1954
Social Security Number *	1112223333
Gender (optional)	- Select -
Cover Sheet Received Date (optional)	NOT YET STARTED
Enrollment Status	- Select -
Primary Language (optional)	
NM ID (optional)	

Copy Participant Address Information from Above	
Employer ID Number (EIN)	00-1112223
New EOR Edit EIN	
Employer of Record	
EOR First Name	
EOR Last Name	
Preferred Name (optional)	Sebastian Joneston
SSN	1112223333
Address	122 Broadway
Address 2 (optional)	
City	NEWCOMB
State	New Mexico
Zip Code	87455
Phone	(111) 222-3333
E-mail (optional)	
Responsible Party	
First Name (optional)	
Middle Name (optional)	
Last Name (optional)	
Address (optional)	
Address 2 (optional)	
City (optional)	
State (optional)	New Mexico
Zip Code (optional)	
Phone (optional)	
Relationship To Consumer (optional)	- Select -
Email (optional)	
Consultant	
Consultant - Select -	View/Edit Consultant Add New Consultant
Update Cancel	

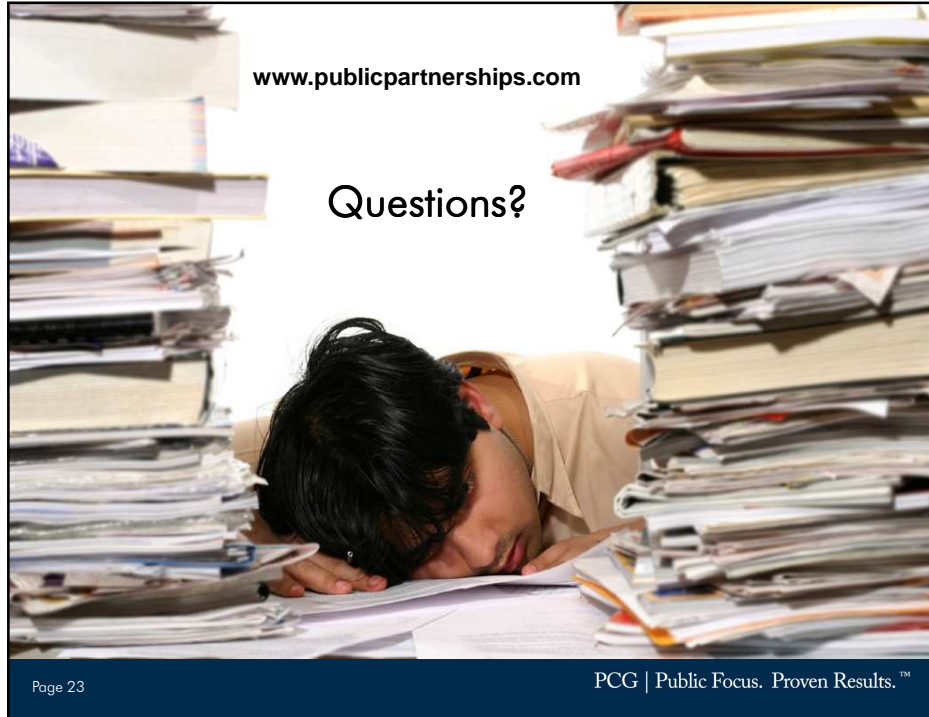
## Overview of PPL's System

- Participants can view the status of their budget in real-time

Budget Detail For PAUL										
Appropriation:	\$50,000.00									
Total Budget:	\$38,364.96	Total Authorizations:	\$38,364.96	Start Date:	12/1/2008					
Total Unallocated Funds:	\$11,635.04	Total Spent:	\$17,314.64	End Date:	11/30/2009					
		Total Balance:	\$21,050.32							
Service	Provider	Start Date	End Date	Line Total	Paid	Invoice	Balance	Note	Status	Action
99509: Homemaker/Companion		12/1/2008	11/30/2009	\$20,944.10	\$10,954.68	\$0.00	\$9,989.42		Submitted	 
99509: Homemaker/Companion		12/1/2008	11/30/2009	\$2,000.00	\$0.00	\$0.00	\$2,000.00	Base Funding	Submitted	 
T1005: Respite		12/1/2008	11/30/2009	\$5,000.00	\$0.00	\$0.00	\$5,000.00		Submitted	 
T1999: Transportation		12/1/2008	11/30/2009	\$5,806.86	\$5,046.96	\$0.00	\$759.90		Timesheet Partially Submitted	 
<input checked="" type="checkbox"/> T1999: Transportation				\$1,900.00	\$0.00	\$0.00	\$1,900.00			 
AUTO RELATED		12/1/2008	11/30/2009	\$1,000.00	\$0.00	\$0.00	\$1,000.00		Submitted	 
ROUTINE TRAVEL		12/1/2008	11/30/2009	\$400.00	\$0.00	\$0.00	\$400.00	Additional Funding	Submitted	 
NONROUTINE TRAVEL		12/1/2008	11/30/2009	\$500.00	\$0.00	\$0.00	\$500.00		Submitted	 
T1999U2: Household-related goods		12/1/2008	11/30/2009	\$1,314.00	\$1,313.00	\$0.00	\$1.00		Submitted	 
<input checked="" type="checkbox"/> T1999U2: Household-related goods				\$1,300.00	\$0.00	\$0.00	\$1,300.00			 
COMPUTER		12/1/2008	11/30/2009	\$900.00	\$0.00	\$0.00	\$900.00		Approved	 
HOUSEHOLD SUPPLIES		12/1/2008	11/30/2009	\$400.00	\$0.00	\$0.00	\$400.00		Approved	 
T2033U04: Assisted Living		12/1/2008	11/30/2009	\$100.00	\$0.00	\$0.00	\$100.00	Additional Funding	Submitted	 
Total:				\$38,364.96	\$17,314.64	\$0.00	\$21,050.32			

## Fiscal Employer Agent (PPL) vs. Agency with Choice

Common Questions	Fiscal Employer Agent	Agency With Choice
Who is the boss?	Participant	Participant & Provider Agency
Who picks individuals to provide services?	Participant	Participant
Who is in charge of hiring and firing individual providers?	Participant	Provider Agency & Participant
Who sets the hourly rate?	Participant	Provider Agency
Who tracks certifications & trainings?	PPL	Provider Agency
Who does payroll & taxes?	PPL	Provider Agency
Who will support the participant?	Family, case manager, & support broker	Family & case manager
Who is liable as the employer?	Participant	Provider Agency
How are services paid for?	Division's budget	Participant's budget

A photograph of a man with dark hair, wearing a light-colored shirt, sleeping with his head resting on a desk. He is surrounded by tall stacks of papers and documents on both sides of him. The background is a plain, light color.

[www.publicpartnerships.com](http://www.publicpartnerships.com)

Questions?

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